

**Administrative Policy 7.01**  
**2015-2016 Plan and Progress Report**  
**Quileute Tribe**  
**Port Angeles, Port Townsend, Forks CSO**  
**February 4, 2015**

Implementation Plan				Progress Report								
(1) <u>Goals/Objectives</u>	(2) <u>Activities</u>	(3) <u>Expected Outcome</u>	(4) <u>Lead Staff and Target Date</u>	(5) <u>Status Update for the Fiscal Year Starting July 1</u>								
1. Prepare and disseminate pertinent statistics on American Indian community and participant populations, numbers of American Indian participants served and other relevant data.	A. Provide accurate information to the Quileute Tribe relative to tribal members in a timely manner	Information and statistics provided on an as needed basis via eJAS and Barcode ad-hoc reports. Open communication with Tribal leaders and Program staff	<p>Nicole Earls- Tanf Coordinator <a href="mailto:Nicole.earls@quileutenation.org">Nicole.earls@quileutenation.org</a> 360-374-3353</p> <p>Kala Jackson - Tanf Case Manager <a href="mailto:kala.jackson@quileutenation.org">kala.jackson@quileutenation.org</a> 360-374-0336</p> <p>Patricia Busse- Administrator <a href="mailto:bussepa@dshs.wa.gov">bussepa@dshs.wa.gov</a> 360-565-2182</p> <p>Diane Mitchell ~ Tribal Liaison: <a href="mailto:mitchmd@dshs.wa.gov">mitchmd@dshs.wa.gov</a> 360-565-2196</p> <p>Joey Anderson - Contact Center Administrator: <a href="mailto:andersj@dshs.wa.gov">andersj@dshs.wa.gov</a> 360-397-9625</p>	<p>Port Angeles Community Services Office ( CSO) Port Townsend, and Forks Number of Tribal households receiving benefits through the CSO's: Statewide Totals: <b>Update: December 2014:</b></p> <table><tr><td>Food</td><td>164</td></tr><tr><td>TANF</td><td>9</td></tr><tr><td>ABD/MCS</td><td>2</td></tr><tr><td>Medical</td><td>363</td></tr></table> <p>The above number may not be complete due to self-declaration and coding errors. Tribes continue to provide information regarding commodity food participants</p>	Food	164	TANF	9	ABD/MCS	2	Medical	363
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<p>2. Work with tribes to determine the need for, negotiate and/or implement local Tribal-State agreements, protocols, MOU's, contracts, or processes</p>	<p>A. Identify needs of American Indian clients &amp; communities and whether current programs and policies meet these needs. Identify outstanding issues/gaps in service and develop performance expectations, which can be implemented, monitored and evaluated</p>	<p>Coordinate and develop processes between the CSO and Tribal TANF population. Schedule and hold meetings to improve coordination and communication.</p>	<p>Diane Mitchell, Nicole Earls, Kala Jackson</p>	<p>Quileute has been invited to attend the Local Planning Area meetings (designed for local office implementation) and agreed that an annual 7.01 meeting would be sufficient. Tribes are invited to participate in the LPA meetings to design appropriate community service plans.</p> <p>Request to add Kala Jackson to the LPA email list.</p>
	<p>B. CSO invited to disseminate information through Tribal newsletters.</p>	<p>Enhanced communications of state programs to Tribal members..</p>	<p>Patricia Busse; Diane Mitchell</p>	<p>Revisions or changes to DSHS program and services will be shared with the tribal editor to determine what they would like to include in their newsletter.(Contact Nicole Earls)</p>
	<p>C. DSHS Financial/Social Service staff will coordinate changes of circumstances, including overpayments to Quileute Tribal Staff</p>	<p>Sharing of information on shared cases for positive program maintenance</p>	<p>Patricia Busse, Diane Mitchell</p>	<p>We continue to have financial workers to process applications.</p> <p><b>Update:</b> There continues to be a Financial Outreach worker assigned to Quileute 1 day a week. She works on site at the Social Services office.</p>

	D. DSHS training and events and Tribal events will be communicated to promote shared understanding of programs, services, and culture	Sharing of information regarding DSHS training events and cultural programs for DSHS staff	Nicole Earls Kala Jackson Patricia Busse, Diane Mitchell,  Ongoing	<p>Update: All new DSHS staff have been attending Gov't to Gov't training.</p> <p><b>***Upcoming Events:</b></p> <p>* For the past 2 year, the LPA and Clallam Co. Disability's and the Lower Elwha Tribe have combined for a 1 day event that included classes on how to find employment, write resumes, ect. Local employers who had open positions were doing interviews on the spot. There was also a clothing closet that helped provide work appropriate attire. Lunch was provided by the food bank. This event has already been scheduled for <b>March 25, 2015.</b></p> <p>*DSHS/DCS Presentation – We are in the process of putting together a presentation that will provide basic program information and training for the tribes. We are planning on holding this at Makah at the end of March or April. More information to follow.</p>
3. Ensure communication with tribal governments, landless tribes, and off reservation American Indian organizations for information sharing, consultation, joint planning, and problem solving.	A. Implement a process to identify action needed by Native American clients, so that their benefits are not terminated prematurely.	<p>Program needs and concerns of the Native American clients will be identified and addressed.</p> <p>Enhanced communication of state services to Tribal community.</p>	Diane Mitchell, Patricia Busse, Kala Jackson	<p><b>Update:</b> A Tribal TANF Cheat Sheet was created for staff to have a quick guide of State vs Tribal TANF and procedures when an American Indian/Alaska Native client comes in to apply for TANF. A Copy of this is included in your packet.</p> <p><b>1/30/15</b> – Diane held an all staff Webinar to review this form/current procedures.</p>

## Completed or Tabled Items

Goal/Activity/Outcome	Date	Item
Goal 1, Activity	January 22, 2015	The LPA (Local Planning Area) brought the Evergreen Empowerment group to do a workshop on how to overcome obstacles in the job market when you have had legal issues.
Goal 2, Activity D	May 29, 2014	Diane attended the Quileute Health Fair on 5/29/14
Goal 2, Activity - Coordinate and develop processes between the CSO and Tribal TANF population.	May 2014	A one-time "mini" HUB was held in both Port Townsend and Forks. *** The HUB is a collaborative effort with the TANF partners in our community.
Goal 2, Activity -	April 2014	On 4/25/14, the LPA held a conference hosted by the Jamestown Tribe with guest speaker: <b>Dr. Donna Beegle</b> - Communication Across Barriers. Staff from Quileute attended.
Goal 1, Activity	March 26, 2014	The LPA ( <b>Local Planning Area</b> ) and Clallam Co. Disability's combined with Lower Elwha for a 1 day event that included classes on how to find employment, write resumes, ect. Local employers who had open positions were doing interviews on the spot. There was also a clothing closet that helped provide work appropriate attire.
Goal 2, Activity - DSHS training and events and Tribal events will be communicated to promote shared understanding of programs, services, and culture	February 2014	On 2/11/14, DSHS had a LEAN Training Seminar: LEAN is a process that the state is implementing to look at how we do business. This is a used by many large corporations, such as Toyota. Quileute Staff attended the training.

Goal 2, Activity - Coordinate and develop processes between the CSO and Tribal TANF population. Schedule and hold meetings to improve coordination and communication.	January 2014	Update: On 1/29/14, Diane facilitated a meeting between the DSHS WorkFirst Staff and the Lower Elwha and Quileute TT Case Managers to review the current Tribal TANF Agreements.
Goal 2, Activity -	January 2014	As of 1/1/14, DSHS is no longer processing medical applications.
Goal 2, Activity – Update Quileute TT Agreement	October 2013	On 10/14/13, Social Service and DSHS staff met to update the TT Operating Agreement.
Goal 2, Activity -	October 2012	<p>Diane provided information on the CHIPRA (Children's Health Insurance Program Reauthorization Act) Grant on 11/1/12</p> <p><b>Update:</b> Nicole Earls was instrumental in getting the CHIPRA grant for the Quileute Tribe and they have already received their computer equipment.</p>

